

**RAUNDS TOWN COUNCIL**

**PERSONNEL COMMITTEE**

Minutes: 24 November 2020: Start Time 7.30pm

**PRESENT**

Cllr S Hughes (Chair), Cllr H Howell, Cllr D Hughes and Cllr L Wilkes

**IN ATTENDANCE**

Miss Kate Houlihan, Town Clerk, Minutes

**397.20 To receive apologies for absence.**

Apologies were received from Cllr Tirebuck and Cllr Beattie

**RESOLVED to note the apology**

**398.20 Notification of requests from members of the public to address the meeting in compliance with adopted protocol**

**NONE RECEIVED**

**399.20 Notification of members questions in compliance with the council's standing orders.**

**NONE RECEIVED**

**400.20 Declarations of Interest.**

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND LEAVE THE MEETING FOR THAT ITEM

**NONE RECEIVED**

**401.20 Minutes confirm the minutes of the Personnel Committee meeting held 6 October 2020.**

**RESOLVED that the minutes of the Personnel Committee Meeting held on 6 October 2020 be confirmed as a true record.**

**402.20 Personnel Committee Budget Review and Planning:**

**a. To review progress against the 2020/21 budget**

Members reviewed the information as shown in appendix 1.

The Clerk noted that salaries were currently running under budget as there had been few events or civic engagements that the staff had had to support out of hours.

The Clerk also noted that whilst Saxon Hall had been closed some staff had been diverted to other duties including increased cleaning at the Town Hall and additional duties relating to the Covid response, e.g. increased checks of opens space and playgrounds.

**RESOLVED to note progress against budget.**

b. To consider the 2021/22 budget

Members reviewed the report of the Clerk as shown in Appendix 2. And following discussion it was....

**RESOLVED that:**

- a) **The salary and on costs for the facilities manager be split 50/50 between the Saxon Hall cost centre (140) and the central staff overhead cost centre salary (160)**
- b) **The cost of 1no site supervisor be removed from the budget (replaced with the facilities manager)**
- c) **That the budget for 2021/2022 be as shown in Appendix 3, subject to any further inflationary increase as determined by the Finance and Policy committee.**

**403.20** *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960*

**RESOLVED that the public and press be excluded from the meeting.**

**404.20 Establishment Report:** To receive the establishment report:

- a. To receive an update on the recruitment of the facilities manager.

It was noted that the post had been re-advertised with a closing date of 4<sup>th</sup> December 2020.

**RESOLVED to note the update**

- b. To consider the implications of the Furlough Scheme being extended beyond 31<sup>st</sup> October 2020

**RESOLVED that the use of the furlough scheme be extended as appropriate.**

Approved: ..... (Town Mayor)

Meeting date: ..... 8 December 2020 .....(Council)

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Confirmed: ..... (Chairman)

Meeting date: .....(Committee)

## Appendix 1 – Budget Review 2020-2021

	Actual Last Year	Actual Year To Date	Current Annual Bud
<u>Personnel</u>			
Salaries (Hall)	92,488	44,816	93,905
Salaries (Temp Staff)	351	260	0
Pension Costs (Council Cont.)	22,742	10,386	29,174
Car & Expenses Allowances	865	115	0
Staff/Cllr Training	2,859	397	2,500
Payroll Charges	390	180	569
Personnel	0	159	517
Personnel :- Indirect Expenditure	<b>119,696</b>	<b>56,312</b>	<b>126,665</b>
<b>Salaries (Saxon Hall)</b>	<b>35,305</b>	<b>12,272</b>	<b>36,050</b>
<b>Pension Costs (Council Cont.)</b>	<b>7,279</b>	<b>2,766</b>	<b>7,725</b>

## Appendix 2 – Budget Information 2021-2022

<b>Summary:</b> A report on setting the budget for 2021/2022	
<b>Attachments:</b> None	
<b>1.0</b>	<p><b>Background</b></p> <p>Each committee needs to consider their budget and submit their requirements to the Finance and Policy Committee who compile the overall budget for the council.</p> <p>A summary of progress to date for the Personnel Committee is attached to this report, which will assist in setting the budget for 2021-2022.</p> <p>When setting the budget, the Personnel Committee needs to consider budgeting for the post of the new facilities manager and whether this should come under the Saxon Hall budget heading or the central staff overhead.</p>

## Appendix 3 – Budget 2021-2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	<b>Budget 2021/2022 (Prior to inflationary rise)</b>
<u>Personnel</u>				
Salaries (Hall)	92,488	44,816	93,905	108,095
Salaries (Temp Staff)	351	260	0	0
Pension Costs (Council Cont.)	22,742	10,386	29,174	32,674
Car & Expenses Allowances	865	115	0	0
Staff/Cllr Training	2,859	397	2,500	2500
Payroll Charges	390	180	569	569
Personnel	0	159	517	517
Personnel :- Indirect Expenditure	<b>119,696</b>	<b>56,312</b>	<b>126,665</b>	<b>144,355</b>
<b>Salaries (Saxon Hall)</b>	<b>35,305</b>	<b>12,272</b>	<b>36,050</b>	<b>37,000</b>
<b>Pension Costs (Council Cont.)</b>	<b>7,279</b>	<b>2,766</b>	<b>7,725</b>	<b>8,000</b>